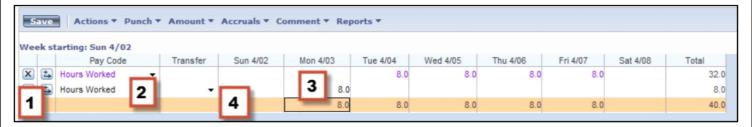


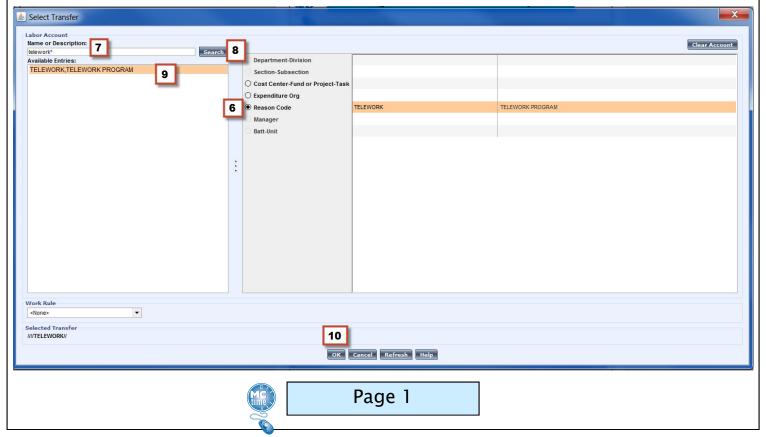
## Adding Telework Reason Code - JAVA

## How do I add the telework Reason Code to my timecard?

- 1. Add a row by clicking the "Add a Row" button
- 2. The Pay Code "Hours Worked" appears on the new row; delete hours from old row
- 3. Enter the amount of Hours to designate as Telework for the day
- 4. Under the Transfer column, click the down arrow and select Search



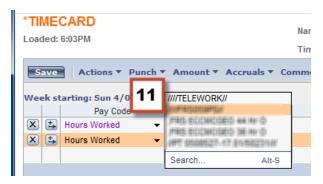
- 5. Close the "Too Many entries in this level, please refine the search." message box
- 6. Select the bubble in front of the Reason Code field & again close message box
- 7. Enter the word: telework\* (The asterisk is required to search)
- 8. Click Search
- 9. Highlight the words "TELEWORK, TELEWORK PROGRAM"
- 10. Click OK



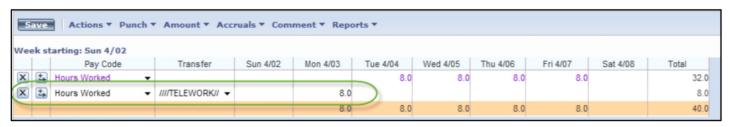


## Adding Telework Reason Code - JAVA

11. After the initial search, the Reason Code will be remembered in your last five Transfers



12. The timecard will look like this:



Questions related to the Telework Program should be directed to the OHR Labor & Employee Relations Team.



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